

# Keeping Tabs on your Money



## Managing your Money Free Standing Maths Unit



1. **Create on a spreadsheet a Bank Statement showing credits, debits and balance for your bank account for January. The information you need is on the attached sheet.**
  2. **In February you are lucky enough to get a new job. Decide what job this is and how much you are likely to get paid per month. Make up your own set of incomes and expenditures for February. You should have at least 5 of each. Complete the bank balance for February.**
  3. **Analyse for the months of January and February, the different types of things you spent your money on and where your income came from. Show this information on suitable graphs/charts.**
  4. **Produce a graph that will show how your bank balance varied over the months of January and February .**
  5. **Write a report explaining what all your graphs/charts tell you about your financial situation before and after you started your new job. Use means and ranges to help you.**
- **Remember to include arithmetic checks.**
  - **Use headers/footers, number the pages and make a front cover for your work.**



**Details of Income and Expenditure for the period Jan 1<sup>st</sup> to Feb 1<sup>st</sup>****Expenditure:**

<b>Date</b>	<b>Item</b>	<b>Type of Payment</b>	<b>Payee</b>	<b>Amount</b>
<b>2 Jan</b>	<b>Jacket</b>	<b>Switch card</b>	<b>Top Shop</b>	<b>£34.99</b>
<b>4 Jan</b>	<b>Meal</b>	<b>Cash (from cash point)</b>		<b>£30.00</b>
<b>11 Jan</b>	<b>Shoes</b>	<b>cheque</b>	<b>Clarks</b>	<b>£52.99</b>
<b>16 Jan</b>	<b>Party Food</b>	<b>Cheque</b>	<b>Safeway</b>	<b>£40.00</b>
<b>20 Jan</b>	<b>Birthday Present</b>	<b>Switch card</b>	<b>Woolworths</b>	<b>£24.99</b>
<b>22 Jan</b>	<b>HP on bike</b>	<b>Direct debit</b>		<b>£60.00</b>
<b>26 Jan</b>	<b>Phone Bill</b>	<b>cheque</b>	<b>JT</b>	<b>£22.50</b>
<b>27 Jan</b>	<b>Video &amp; CD</b>	<b>Switch card</b>	<b>HMV</b>	<b>£24.98</b>

**Income:**

<b>Date</b>	<b>Details</b>	<b>Type</b>	<b>Amount</b>
<b>10 Jan</b>	<b>Christmas presents</b>	<b>cash</b>	<b>£100.00</b>
<b>14 Jan</b>	<b>Refund</b>	<b>cheque</b>	<b>£12.60</b>
<b>26 Jan</b>	<b>Interest</b>		<b>£ 15.20</b>
<b>31 Jan</b>	<b>Salary</b>	<b>Automated pay-in</b>	<b>£150.00</b>

**Your balance on 31<sup>st</sup> December was £60.00**

**The following Bank abbreviations should be used:**

**BAC – automated pay-in**

**C/L – cashline ( cash machine)**

**POS – Switch card payment**

**INT – Interest**

**D/D – Direct Debit**

**CHQ - cheque**

